

SHOW INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gold and blue back drape, 36" high gold side dividers, one blue 9' x 10' carpet, one 6' blue draped table, two side chairs, one wastebasket and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The aisles will be carpeted in blue.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **April 17**.

Save money and order labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday April 30 Noon - 5:00 pm

All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.

EXHIBIT HOURS

Tuesday May 1 9:00 am - 4:00 pm

EXHIBITOR MOVE-OUT

Tuesday May 1 4:00 pm - 8:00 pm

All labor and outbound material handling services performed after 4:30 pm will have overtime charges applied.

All exhibitor materials must be removed from the exhibit facility by 8:00 pm. All carriers must check-in no later than 6:00 pm. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

Please refer to our Shipping Instructions located on the other side.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

1515 Washington Street
Braintree, MA 02184
Phone: 781/380-7550 • FAX: 781/380-0771

FREEMAN TRANSPORTATION

800/995-3579 • FAX 214/615-6515

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

STAR 2007
Exhibiting Company Name
Booth # _____
C/O Freeman
1515 Washington Street
Braintree, MA 02184

**PLEASE NOTE: The warehouse
is open from 8:00 am - 4:00 pm
Monday - Friday. Exceptions
are noted below.**

Freeman will accept crated, boxed or skidded materials beginning April 2 at the above address. Materials arriving after April 23 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Friday, April 6 in observance of Good Friday and Monday, April 16 in observance of Patriot's Day. Shipments will not be accepted on these dates.**

Show site shipping address:

STAR 2007
Exhibiting Company Name
Booth # _____
C/O Freeman
Bayside Expo Center
200 Mt. Vernon Street
Boston, MA 02125

Freeman will receive shipments at the exhibit facility beginning April 30 at Noon. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

PLEASE NOTE: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs.

Exhibitors supervising labor need to pick up and release their labor at the Service Desk.

Refer to the order form under Display Labor for Straight Time and Overtime hours.

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 781-380-7550 or Freeman's Customer Support Center at 888-508-5054.

WE APPRECIATE YOUR BUSINESS

F R E E M A N

USE ONLY IF YOU ARE SHIPPING YOUR
EXHIBIT MATERIALS BY FREEMAN
EXHIBIT TRANSPORTATION

FREEMAN EXHIBIT TRANSPORTATION

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE#: _____ FAX #: _____

EMAIL ADDRESS: _____ SHOW #: **175186**

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME

SHIPPER ADDRESS

(City)

(State)

(Zip)

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

Exhibiting Company Name/Booth #

Hold for: **STAR 2007**

Freeman

1515 Washington Street

Braintree, MA 02184

MUST BE DELIVERED BY APRIL 23

- ☐ I will be shipping to **SHOW SITE**
Exhibiting Company Name/Booth #

STAR 2007

c/o Freeman

Bayside Expo Center

200 Mt. Vernon Street

Boston, MA 02125

CANNOT BE DELIVERED BEFORE APRIL 30

TYPE OF SERVICE - Choose One

- ☐ 1 Day: Delivery next business day (before 5:00 p.m.)
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Deferred: Delivery within 3 - 4 business days
- ☐ Declared Value \$ _____
- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, or truckload

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet/Pad (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if **different from pick up address:**
- Ship to address:

Number of Labels: _____

**FAX THIS COMPLETED FORM TO:
214-615-6515**

**A TRANSPORTATION SPECIALIST
WILL CALL YOU TO CONFIRM
RECEIPT OF ORDER AND
FINALIZE DETAILS**

**ANY QUESTIONS
PLEASE CALL
800-995-3579**

F R E E M A N

1515 Washington Street
Braintree, MA 02184
Phone: 781/380-7550 • FAX: 781/380-0771

**DISCOUNT PRICE
DEADLINE DATE
APRIL 17**

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE _____ X
(STREET) (P.O. BOX)

PHONE #: _____ EXT.: _____ FAX#: _____
(CITY) (STATE) (ZIP)

ORDERED BY: _____ PRINT NAME: _____ DATE: _____

EMAIL: _____

CUSTOMER # (IF KNOWN): _____ OR ☐ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference 21-175186 on your remittance

☐ CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX 75202
ABA#: 026009593

- Freeman
FFC/ACCT# 125-203-919-2
- U.S. Dollar Wires from inside the **U.S. or Canada** should use
Swift Code: BOFAUS3N
- Foreign Exhibitors wiring funds from **overseas** should use
Swift Code: BOFAUS6S

Please reference Name of Show and Booth Number on all Bank Transfers so we may properly credit your account.

Note: Customers are responsible for any bank processing fees.

AMERICAN EXPRESS CARTE BLANCHE DISCOVER MASTERCARD VISA DINERS CLUB

Account No.: _____ Exp. Date: _____

☐ Personal Credit Card ☐ Company Credit Card

Cardholder Name: (Please Print) _____

Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

E-mail Address for Invoice Notification: _____

ENTER TOTALS HERE

FURNISHINGS ACCESSORIES	CARPET	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	EXHIBIT TRANSPORTATION	GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at www.myfreemanonline.com.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://totalshow.custominsight.com/?175186>

FREEMAN METHOD OF PAYMENT

F R E E M A N

1515 Washington Street
Braintree, Massachusetts 02184
Ph: 781-380-7550 • Fax: 781-380-0771

STAR 2007

Bayside Expo Center

May 1, 2007

To authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐

ALL SERVICES

☐

I&D LABOR/SUPERVISION

☐

MATERIAL HANDLING/IN & OUT

☐

FREEMAN EXHIBIT TRANSPORTATION

☐

RENTAL FURNITURE/CARPET/SIGNS

☐

BOOTH CLEANING

☐

OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than above.

THIRD PARTY CREDIT CARD AUTHORIZATION

☐

AMERICAN EXPRESS

☐

MASTERCARD

☐

VISA

☐

DISCOVER

☐

DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FREEMAN THIRD PARTY AUTHORIZATION

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781/380-7550 • Fax: 781/380-0771

DISCOUNT PRICE
DEADLINE DATE
APRIL 17

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____

FURNISHINGS				
Qty	Part #	Description	Discount Price	Standard Price Total

FURNISHINGS				
_____	N75079	Orion Computer Kiosk	249.85	324.80
_____	N71089	Black Diamond Side Chair ...	95.00	123.50
_____	N71088	Black Diamond Stool	149.00	193.70
_____	N71090	Black Diamond Arm Chair ...	122.00	158.60
_____	C115103	Studio Black Cocktail Table ...	64.00	83.20
_____	C115104	Studio Black End Table	64.00	83.20
_____	N71085	Forestdale Chair	82.80	107.65
_____	N75030	Black Display Cube/Small ...	161.90	210.45
_____	N75031	Black Display Cube/Med	173.25	225.25
_____	N75032	Black Display Cube/Large	196.40	255.30
_____	N75020	Black Display Cylinder/Low .	138.65	180.25
_____	N75021	Black Display Cylinder/Med.	138.65	180.25
_____	N75022	Black Display Cylinder/High	138.65	180.25

Pedestal Tables - SoHo Series

_____	N72066	Black-Top Mini 18"H x 18"W....	107.05	139.15
_____	N72069	Black-Top Cafe 30"H x 24"W...	133.50	173.55
_____	N72070	Black-Top Bistro 42"H x 24"W .	133.50	173.55
_____	N72067	Black-Cafe Table 30"H x 36"W	133.50	173.55
_____	N72068	Black-Bistro Table 42"H x 36"W	133.50	173.55

Pedestal Tables - Chelsea Series - Butcher Block Top

_____	N72063	Cafe Table 30"H x 30"W	133.50	173.55
_____	N72064	Cafe Table 30"H x 36"W	133.50	173.55
_____	N720163	Bistro Table 42"H x 30"W	133.50	173.55
_____	N720164	Bistro Table 42"H x 36"W	133.50	173.55

*Please circle color for Arm Chair:

	<i>Blue</i>	<i>Black</i>	<i>Gray</i>		
_____	C210101	Carson Arm Chair*	73.90	96.05	_____
_____	C210105	Opal Side Chair	55.00	71.50	_____

*Please circle color for Padded Stool:

	Black	Gray			
_____	C210112	Casey Padded Stool	88.40	114.90

COLUMN DRAPING - NOT SHOWN

*Please circle color for 8' column draping: **Berry Black Blue Burgundy**

	Dark Green	Gold	Gray	Plum	Red	Teal	White
_____	155108	8' Column Draping	206.75	268.80			

*Please circle color for 12' drape: **Black Burgundy Gray White**

_____	155112	12' Column Draping	265.90	345.65
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Special Drape

*Please circle color for drape: **Berry Black Blue Burgundy Dark**

	Green	Gold	Gray	Plum	Red	Teal	White
_____	1553	Special Drape-3'High-per ft*	10.75	14.00			
_____	1558	Special Drape-8'High-per ft*	14.80	19.25			

Sub-Total _____ + Tax (5%) _____ = TOTAL _____

FURNISHINGS				
Qty	Part #	Description	Discount Price	Standard Price Total

FURNISHINGS (continued)

*Please circle color for drape: **Black Blue Berry Burgundy**
Dark Green Gold Gray Plum Red Teal White

DRAPED TABLES - Tables are 24" wide

_____	C130430	4' Draped Table/30"H*	109.20	141.95
_____	C130630	6' Draped Table/30"H*	136.50	177.45
_____	C130830	8' Draped Table/30"H*	152.15	197.80
_____	C12404630	4th Side Drape-6'x30"H* ...	27.05	35.15
_____	C12404830	4th Side Drape-8'x30"H* ...	27.05	35.15
_____	C130442	4' Draped Counter/42"H*	138.15	179.60
_____	C130642	6' Draped Counter/42"H*	164.30	213.60
_____	C130842	8' Draped Counter/42"H*	180.80	235.05
_____	C12404642	4th Side Drape-6'x42"H*	37.85	49.20
_____	C12404842	4th Side Drape-8'x42"H*	37.85	49.20

UNDRAPED TABLES - Tables are 24" wide

_____	C131430	4' Undraped Table/30"H	46.05	59.85
_____	C131630	6' Undraped Table/30"H	56.45	73.40
_____	C131830	8' Undraped Table/30"H	71.05	92.35
_____	C131442	4' Undraped Counter/42"H	62.50	81.25
_____	C131642	6' Undraped Counter/42"H	73.00	94.90
_____	C131842	8' Undraped Counter/42"H	88.35	114.85

TABLE TOP RISERS

_____	C150410	4'L Single Step Riser	32.45	42.20
_____	C150420	4'L Double Step Riser	47.85	62.20
_____	C150610	6'L Single Step Riser	35.30	45.90
_____	C150620	6'L Double Step Riser	53.00	68.90

ACCESSORIES

_____	C220121	Chrome Stanchion w/belt	56.50	73.45
_____	C220118	Chrome Sign Holder	94.45	122.80
_____	C750135	Round Literature Rack	150.65	195.85
_____	C750136	Flat Literature Rack	133.30	173.30
_____	C220109	Chrome Coat Tree	37.65	48.95
_____	C220134	Chrome Easel	31.90	41.45
_____	C220110	Chrome Bag Rack	75.35	97.95
_____	N75053	Black Trash Container	69.45	90.30
_____	N75054	Aluminum Trash Container	69.45	90.30
_____	C220107	Wastebasket	16.50	21.45
_____	N75057	Small Refrigerator	300.40	390.50
_____	N75052	Black Table Lamp	109.55	142.40
_____	N74082	File Cabinet/2 Drawer	138.65	180.25
_____	N74081	File Cabinet/4 Drawer	179.80	233.75
_____	C10201484	Bulletin Board	168.05	218.45

PERFBOARD (not shown)

_____	10201280	2'x8'-Single Sided/Vert	73.55	95.60
_____	10201480	4'x8'-Single Sided/Vert	146.60	190.60
_____	1020410	4'x10" Perfboard Shelf	53.60	69.70
_____	1020610	6'x10" Perfboard Shelf	62.55	81.30

Sub-Total _____ + Tax (5%) _____ = TOTAL _____

F R E E M A N

1515 Washington Street
Braintree, MA 02184
(781) 380-7550 • Fax: (781) 380-0771

DEADLINE DATE
APRIL 17

**METHOD OF PAYMENT FORM
MUST ACCOMPANY YOUR ORDER**

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$100.20	\$130.25
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays.....	\$162.70	\$211.50

•Show Site prices will apply to all labor orders placed after APRIL 26

•Price is per person/per hour

•Start time guaranteed only at start of working day

•Supervisor must check in at Service Desk to pick up labor

•Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

•When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

•Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.

Please include set up plan/photo, special instructions & inbound shipping information with this order.

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

• Installation of your exhibit will be completed at our discretion prior to show opening

• The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Name of supervisor: _____ Phone Number: _____

☐ **Display Company Supervised Labor**

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/45.00)						= \$ _____
Total Installation						= \$ _____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

• The Freeman Companies is not responsible for product or literature that is not properly packed and labeled by exhibitor

• The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

☐ **Display Company Supervised Labor**

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/45.00)						= \$ _____
Total Installation						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

FREEMAN DISPLAY LABOR

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**
COMPANY NAME: _____ BOOTH#: _____
CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Showsite _____ Date Shipped _____
Carrier/Phone Number _____
Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____
Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____
Comments _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Transportation:** Number of Labels _____
☐ Common Carrier
☐ Air Freight
Type of Service
☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited Shipment must arrive by _____

☐ **Other (list carrier name & phone number):**
☐ Other Common Carrier: _____
☐ Other Van Line: _____
☐ Other Air Freight: _____

Freight Charges

☐ Prepaid ☐ Collect
Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- ☐ RE-ROUTE VIA FREEMAN'S CHOICE
☐ DELIVER BACK TO WAREHOUSE AT EXHIBITOR'S EXPENSE

PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

F R E E M A N

1515 Washington Street
Braintree, MA 02184
Phone: 781/380-7550 • FAX: 781/380-0771

**PLEASE INCLUDE THE FREEMAN
METHOD OF PAYMENT FORM
WITH YOUR ORDER**

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad wrapped material, carpet and/or pads only shipments, and shipments that require additional time, equipment or labor to unload. **Federal Express and UPS** are included in this category due to their delivery procedures.

UNCRAVED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks

Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays*

NOTE: Some inbound and all outbound material handling services will have overtime charges applied.

Part #	Description	Price per CWT	Minimum
--------	-------------	---------------	---------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment (1-5000 lbs.)	\$ 95.20	190.40
Crated or Skidded Shipment (5001 lbs & over)	\$ 75.25	150.50
Special Handling Shipment (1-5000 lbs.)	\$ 123.75	247.50
Special Handling Shipment (5001 lbs & over)	\$ 97.80	195.60

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment (1-5000 lbs.)	\$ 83.25	166.50
Crated or Skidded Shipment (5001 lbs & over)	\$ 72.25	144.50
Special Handling Shipment (1-5000 lbs.)	\$ 108.20	216.40
Special Handling Shipment (5001 lbs & over)	\$ 93.90	187.80
Uncrated or Pad Wrapped Shipment (1-5000 lbs.)	\$ 124.90	249.80
Uncrated or Pad Wrapped Shipment (5001 lbs & over)	\$ 108.35	216.70

Small Package - Maximum weight is 30 lbs per shipment

First Carton	\$ 40.50
Each Additional Carton	\$ 10.50

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier. Small package shipments are subject to a 25% late arrival surcharge.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after April 23	25% Additional
Show Site Shipment after Show Opening	25% Additional

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Showsite overtime hours are before 8:00 am and after 4:30 pm on weekdays, anytime on Saturday, Sunday or Holidays will be charged overtime each way in addition to the above rates.

Overtime Warehouse (in addition to above rates)

510101 Crated or Skidded Shipment (1-5000 lbs.)	\$ 47.60	95.20
510501 Crated or Skidded Shipment (5001 lbs & over)	\$ 37.65	75.30
510103 Special Handling Shipment (1-5000 lbs.)	\$ 61.90	123.80
510503 Special Handling Shipment (5001 lbs & over)	\$ 48.90	97.80

Overtime Show Site (in addition to above rates)

520101 Crated or Skidded Shipment (1-5000 lbs.)	\$ 41.65	83.30
520501 Crated or Skidded Shipment (5001 lbs & over)	\$ 36.15	72.30
520103 Special Handling Shipment (1-5000 lbs.)	\$ 54.10	108.20
520503 Special Handling Shipment (5001 lbs & over)	\$ 46.95	93.90
520105 Uncrated or Pad Wrapped Shipment (1-5000 lbs.)	\$ 62.45	124.90
520505 Uncrated or Pad Wrapped Shipment (5001 lbs & over)	\$ 54.20	108.40
Off-Target Charge	25% additional	

Description	Weight CWT	Price per CWT	Estimated Total Cost
SAMPLE - warehouse crated/skidded	1200 ÷ 100 = 12	\$95.20	\$1142.40
SAMPLE - OT show site crated/skidded	1200 ÷ 100 = 12	\$41.65	\$499.80
	÷ 100 =		
	÷ 100 =		
Surcharges	÷ 100 =		

*Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

All rates are per 100 lbs. Please round up to the next 100 lbs.

Example: 840 lbs = 900 lbs (9 cwt.)

bec 4-07

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.myfreemanonline.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

FREEMAN MATERIAL HANDLING

SPECIAL HANDLING DEFINITIONS

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet only shipments or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

F R E E M A N

1515 Washington Street
Braintree, MA 02184
Phone: 781/380-7550 • FAX: 781/380-0771

DEADLINE DATE
APRIL 17

**METHOD OF PAYMENT FORM
MUST ACCOMPANY YOUR ORDER**

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday

All Day Saturday, Sunday & Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work day
- **One hour minimum**
- Supervisor must check in at Service Desk to pick up forklift labor and scissor lift
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
- Rigging is used for forklift use within your booth space

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR - up to 5,000 lbs.			
3040500	Forklift & crew - ST	\$256.65	\$333.65
3040501	Forklift & crew - OT	\$381.70	\$496.20
3040400	4-Stage Forklift & crew - ST	\$364.85	\$474.30
3040401	4-Stage Forklift & crew - OT	\$489.85	\$636.80

☐ Please check here if you need a forklift that can lift over 5,000 lbs.

SCISSORLIFT LABOR

3860100	Scissorlift & crew - ST	\$256.65	\$333.65
3860101	Scissorlift & crew - OT	\$381.70	\$496.20

RIGGING LABOR

3020100	Rigger - ST	\$102.40	\$133.10
3020101	Rigger - OT	\$164.70	\$214.10

INSTALLATION - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____ _____							Sub-Total	
							5% Tax	N/A
							Total	

DISMANTLE - RIGGING

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____ _____							Sub-Total	
							5% Tax	N/A
							Total	

Rigging must be canceled, in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.

Please return form to:

F R E E M A N

1515 Washington Street
Braintree, MA 02184
Phone: 781/380-7550 • FAX: 781/380-0771

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN SHIPPING OUTBOUND

NAME OF SHOW: **STAR 2007** **Bayside Expo Center** **May 1, 2007**

EXHIBITING COMPANY NAME: _____ BOOTH#: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/ STATE/ ZIP _____

PRINT NAME: _____

SIGNATURE: _____

PHONE#: _____ (EXT.): _____ FAX#: _____

E-MAIL: _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

BILL FREIGHT CHARGES TO:

SHIPPER/EXHIBITOR NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SHIP TO:

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW.

☐ FREEMAN TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Defer: Delivery within 4 business days
- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, or truckload

- ☐ OTHER COMMON CARRIER _____
- ☐ OTHER VAN LINE _____
- ☐ OTHER AIR FREIGHT _____
 - ☐ Next Day ☐ Second Day ☐ Deferred

ONCE YOUR SHIPMENT IS PACKED AND READY TO BE PICKED UP, PLEASE RETURN THE MATERIAL HANDLING AGREEMENT TO THE EXHIBITOR SERVICES CENTER. VERIFY THE PIECE COUNT, WEIGHT AND SIGNATURE IS ON THE MATERIAL HANDLING AGREEMENT PRIOR TO SHIPPING OUT OR MATERIAL WILL BE RETURNED TO FREEMAN'S WAREHOUSE AT THE EXHIBITOR'S EXPENSE.

DESIRED NUMBER OF LABELS: _____

Carrier's phone number: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. The initial pick up request for other carriers is the responsibility of the exhibitor. During exhibitor move out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick up.